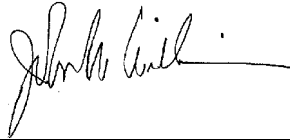


**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice PM-2341****For:** State and County Offices and APFO**Pay Period 25 Annual Leave Accruals****Approved by:** Deputy Administrator, Management**1 Overview****A****Purpose**

This notice provides information on pay period 25 annual leave accruals.

**B****Contact**

If there are questions about this notice, contact the appropriate office according to the following table.

Office Location	Contact
County Offices using PC-TARE	State Office.
State Offices and APFO	Either of the following at KCAO, PD: <ul style="list-style-type: none"><li>• Carolyn Layden at 816-926-6709</li><li>• Myrna Highlander at 816-926-6184.</li></ul>

**Disposal Date**

February 1, 2003

**Distribution**

To APFO, All FSA State and County Offices; State Offices relay to County Offices

## Notice PM-2341

### 2 Annual Leave Accrual in Pay Period 25

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#### A

##### Full-Time Employees in Leave Category 6

Full-time employees in leave category 6 who are:

- in pay status, will accrue 10 hours of annual leave in pay period 25, 2002
  - in nonpay status for pay period 25 or who reach a multiple of 80 hours of nonpay leave in this pay period, will **not** accrue either the:
    - normal 6 hours of annual leave
    - additional 4 hours of annual leave.
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#### B

##### Other Employees Action

Accruals for part-time employees in leave category 6, and for **all** employees in leave categories 4 and 8, will be calculated in the usual manner in pay period 25, 2002.

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### 3 Preparing T&A's Using PC-TARE

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#### A

##### **Full-Time Employees in Nonpay Status Action**

For full-time employees in leave category 6, who reach a multiple of 80 hours of nonpay leave in pay period 25, users of the PC-TARE system shall change the “**Annual Leave Category**” field to “**0**” (zero) in the applicable employee’s master record.

**Note:** T&A’s should **not** be transmitted to NFC for employees that are placed in nonpay status with a SF-52 processing action. If there are any questions, contact the appropriate office according to subparagraph 1 B.

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#### B

##### **Other Employees Action**

Users of the PC-TARE T&A system shall:

- prepare T&A’s as usual for **all** other employees in pay period 25, 2002
- update the “first” T&A record for full-time employees in leave category 6, when the message, “**Is This the Last Full Pay Period of the Calendar Year**” (Y/N), is displayed for pay period 25, 2002.  
ENTER “**Y**”.

**Note:** The PC-TARE T&A system will then calculate the accrual of 10 hours annual leave for each full-time employee in pay status.

See Notice PM-2342 for changes required in PP 26.

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